



Department of Development Services – West Region
JOB OPPORTUNITY
QUALIFIED CRAFT WORKER (HVACR)
SOUTHBURY TRAINING SCHOOL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Position: Qualified Craft Worker (HVACR) (Full-time 75 hr. /bi-weekly)

Location: Southbury Training School – Physical Plant

Job Posting No: 016863

Hours: 1st Shift ~ 7:15am – 3:15pm: Monday – Friday; Regular Days Off – Saturday, Sunday (May be required to work weekend schedule to meet agency needs)

Salary: \$1,872.04 - \$2,413.84/bi-weekly (Incumbents new to state service start at minimum of range)

Closing Date: August 11, 2014

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists must be given first consideration.

Examples of Duties: Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

General Experience: Four (4) years' experience in the particular trade area

Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area. **Note:** For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2.

Substitution Allowed: Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

Special Requirements: Incumbents in this class may be required to possess and retain an Unlimited Journey person's license in the trade area indicated by the parenthetical title. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements. Incumbents in this class may be required to complete an asbestos removal program consistent with the Environmental Protection Agency's operational guidelines.

A valid Connecticut Driver's license is required. Incumbents in this class will be required to travel. Applicants must be current in all DDS required training.

Physical Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete applications materials will not be considered

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Fax: 203-574-8857**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.